



**agriculture &  
rural development**

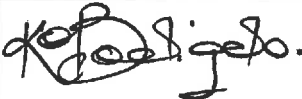
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North West Provincial Government  
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<b>Organisation</b>	<b>Department of Agriculture and Rural Development</b>
<b>Programme</b>	<b>Human Resource Development</b>
<b>Policy</b>	<b>Wellness Management Policy</b>
<b>Policy ref. number</b>	<b>3/18/5/1</b>
<b>Compiled by</b>	<b>Employee Health and Wellness</b>
<b>Approved by</b>	
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## ABBREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
DARD	Department of Agriculture and Rural Development
EH&W	Employee Health and Wellness
EH&WSF	Employee Health & Wellness Strategic Framework
GEMS	Government Employee Medical Scheme
HIV	Human Immunodeficiency Virus.
HOD	Head of Department
HRD	Human Resource Development
NCD	Non-Communicable Diseases
PILIR	Policy on Incapacity Leave and Ill-Health Retirement
SMS	Senior Management Services
QWL	Quality of Work Life
WLB	Work Life Balance



## **1. INTRODUCTION**

This policy addresses the individual and organisational wellness in a proactive manner. Wellness Management emerged as a priority due to increasing recognition that the health and well-being of employees directly impact on productivity of the entire organization. As employees are the life-blood of the organization, the Department of Agriculture and Rural Development (DARD), through Employee Health and Wellness is committed to assist them, working at optimum levels through effective interventions that prevent, protect and promote healthy workplace and access to health care services.

This policy serves as a broad guide on how best to implement Wellness Management pillar in the workplace, through the use of SOLVE programme. SOLVE is an interactive educational programme designed to assist in the development of policy and action to address health promotion issues at the workplace. The SOLVE methodology includes a policy and action-oriented educational package that addresses the issues of Stress, Drugs and Alcohol, Violence, HIV & AIDS, Tobacco, Nutrition, Healthy Sleep, Physical Activity, and Economic Stress in an integrated way.

## **2. POLICY STATEMENT**

Non-Communicable Diseases (NCDs) are caused to a large extent by four behavioural risk factors. These are tobacco use, unhealthy diet, insufficient physical activity and the harmful use of alcohol. Globally, raised blood pressure is responsible for 13% of deaths, tobacco use 9%, raised blood glucose 6%, physical inactivity 6%, overweight and obesity 5% and alcohol 3.8%. The latest data in South Africa on causes of death showed that diabetes, hypertension and cerebrovascular (which includes stroke) claimed 67 392 lives. Obesity rates in South Africa are increasing rapidly, with 70% of women and 40% of man either overweight or obese. Studies in South Africa revealed that alcohol use was reported by

41.5% of the men and 17.1% of women. Risky or hazardous or harmful drinking was reported to be 17% among men and 2.9% among women.

This is against the analysis done by many epidemiological and health information and medical aid cost driver trend reports like the Key Health trends from the Government Employee Medical Scheme (GEMS) and other medical aid schemes which confirm the trends of psychosocial problems, organisational climate assessments of hostile working physical and psychosocial working environments.

In the light of personal and workplace problems that may have an influence on overall wellness and performance of employees in the workplace, it is imperative for the Department of Agriculture and Rural Development (herein after referred to as the Department) to set out a wellness management policy and programme that deals with the promotion of the physical, social, emotional, occupational, spiritual, financial, and intellectual wellness of individuals. The development of this policy commits the Department to address psychosocial problems at work such as stress, tobacco, alcohol, HIV & AIDS, violence, nutrition, physical activity, healthy sleep, and economic stress by providing resources and leadership to implement the policy in the workplace.

### **3. SCOPE OF APPLICATION**

This policy is applicable to all employees of the Department of Agriculture and Rural Development, North West.

### **4. POLICY OBJECTIVES**

4.1. The following are the objectives of the policy:

- 4.1.1 To meet wellness needs of departmental employees through preventative and curative measures;
- 4.1.2 Promote the physical and psycho-social wellbeing of individual employees.

- 4.1.3 To create an organizational climate and culture that is conducive to wellness and comprehensive identification of psycho-social health risks;
- 4.1.4 To promote Work-Life Balance through flexible policies in the workplace to accommodate work, personal and family needs.

## **5. POLICY PRINCIPLES**

5.1. Wellness Management Policy is underpinned by the following principles:

- 5.1.1. Confidentiality and ethical behaviour
- 5.1.2. Neutrality
- 5.1.3. Focus on all levels of employment.
- 5.1.4. Flexibility and adaptability.
- 5.1.5. Maintaining a performance focus.
- 5.1.6. Equality and non-discrimination upholding the value that discrimination on any unfair grounds should be eliminated.
- 5.1.7. Collaborative Partnerships.
- 5.1.8. Voluntary Participation
- 5.1.9. Responsive to the needs of designated groups (e.g. people with disabilities, women etc.)
- 5.1.10. Policy coherence

## **6. LEGAL FRAMEWORK**

6.1. Legal framework for wellness management within the public service

- 6.1.1. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- 6.1.2. Labour Relations Act, 1995 (Act No. 66 of 1995)
- 6.1.3. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)

- 6.1.4. Compensation for Occupational Diseases and Injuries Act, 1993 (Act No.130 of 1993)
- 6.1.5. Employment Equity Act, 1998 (Act No.55 of 1998)
- 6.1.6. Disaster Management Act, 2002 (Act No. 57 of 2002)
- 6.1.7. Tobacco Products Control Amendment Act, 1999 (Act No. 12 of 1999)
- 6.1.8. Promotion of Equality and the Prevention of Unfair Discrimination Act No.4, 2000
- 6.1.9. Mental Health Care Act, 2002 (Act No.17 of 2002)
- 6.1.10. National Sports and Recreation Act, 1998 (Act No. 110 of 1998)
- 6.1.11. Constitution of the Republic of South Africa Act, 1996
- 6.1.12. Medical Schemes Act, 131 of 1998
- 6.1.13. Public Service Act, 1994 (Proclamation No.103 of 1994)
- 6.1.14. Promotion of Access to Information Act 2 of 2000
- 6.1.15. Protection of Personal Information Act 4 of 2013

6.2. Strategic Frameworks applicable to wellness management within the public service:

- 6.2.1. Draft Sexual Harassment Policy for the Public Service
- 6.2.2. EAPA-SA Standards
- 6.2.3. EHW Strategic Framework for Public Service 2022 as amended
- 6.2.4. Mental Health Care Regulations, 2003
- 6.2.5. National Occupational Health and Safety Policy of 2005
- 6.2.6. National Strategic Framework on Stigma and Discrimination
- 6.2.7. National Strategic Plan on HIV, TB and STIs 2023 - 2028
- 6.2.8. Policy on Incapacity Leave and Ill-Health Retirement
- 6.2.9. Public Health (Tobacco) Regulation (PHTR) 2009
- 6.2.10. The Public Service Regulations, 2012.
- 6.2.11. Tobacco Regulations (2012)

## 7. DEFINITIONS

7.1. In this policy any term to which a meaning has been assigned in the Public Service Act bears that meaning, unless the context otherwise indicates-

- 7.1.1 **"Wellness"** is an active process through which organizations become aware of, and make choices towards a more successful existence. For both the individual and the organization, the concept of wellness is one where active step can be taken to reduce chronic disease and mitigate its debilitating impact on personal lives and organizational productivity (World Economic Forum);
- 7.1.2 **"Physical Wellness"** promotes taking care of your body for optimal health and functioning;
- 7.1.3 **"Social Wellness"** emphasizes the positive and interdependent relationship with others and nature;
- 7.1.4 **"Psychological Wellness"** is a dynamic state that is influenced by and influences our physical intellectual, spiritual and social lives;
- 7.1.5 **"Spiritual Wellness"** refers to integrating our beliefs and values with our actions; it enhances the connection between mind, body and spirit;
- 7.1.6 **"Intellectual Wellness"** is the utilization of human resources and learning resources to expand knowledge and improve skills;
- 7.1.7 **"Financial Wellness:** is the ability to maintain a fully developed and well-balanced plan for managing one's financial life that is integrated with personal values and goals.

- 7.1.8 **"The Peer Educator"** is an employee who is trained in working with his/her peers, sharing information and guiding a discussion using his/her peer experience and knowledge.
- 7.1.9 **"The Head of Department"** means head of a national department, the office of the premier, a provincial department, or a head of a national or provincial component, and includes any employee acting in such post
- 7.1.10 **"The Designated Senior Manager"** means a member of the Senior Management Services (SMS) who is tasked with championing the Wellness Management programme within the Public Service workplace.
- 7.1.11 **"The Employee"** means a person appointed in terms of the Public Service Act 1994 and Employment of Educators Act No. 76 of 1998.
- 7.1.12 **"Wellness Coordinator"** is an employee tasked with the responsibility to coordinate the implementation of wellness programmes. The Wellness Coordinator can be professionally trained and registered with a relevant statutory body to perform therapeutic interventions, if not, such cases should be referred.
- 7.1.13 **"The Health and Wellness Committee"** is a committee that is established by the HOD to initiate, develop, promote, maintain and review measures to ensure the wellness of employees at the workplace. This is a multi-disciplinary team consisting of relevant representatives as indicated by different Departments.
- 7.1.14 **"Immediate Family"** means spouse and children or as determined by the Department.



7.1.15 **"Work-Life Balance"** the achievement of equality between time spent working and one's personal life

7.1.16 **"SOLVE"** is the International Labour Organization (ILO) programme dealing with management of psychosocial factors (Stress, Tobacco, Alcohol and Drugs, HIV & AIDS, Violence, Nutrition, Physical Activity, Healthy Sleep, Economic Stress) in the workplace. Its focus is on the recognition of the interrelated relationship between these psychosocial factors.

## **8. ROLES AND RESPONSIBILITIES**

This policy involves the following role players:

### **8.1. The Head of Department shall:**

8.1.1 Ensure development and implementation of a written policy on managing the well-being of both the employees and the organization

8.1.2 Appoint a designated Senior Manager to champion the Wellness Management programmes in the workplace

8.1.3 Ensure the provision of resources for the implementation of Wellness programmes in the Department. Establishes a Wellness Management committee that will oversee the implementation of Wellness programmes in the workplace and consult with the committee with a view of initiating, developing, promoting, maintaining and reviewing measures to ensure the wellbeing of employees at work.



## **8.2 The Designated Senior Manager shall:**

- 8.2.1 Structure, strategize, plan and develops holistic employee wellness programmes
- 8.2.2 Manage employee wellness strategies and policies, e.g. wellness promotion and wellness facilities within budgetary guidelines
- 8.2.3 Align and interface organizational wellness policy with other relevant policies and procedures
- 8.2.4 Liaise with, manage and monitor external employee wellness service providers
- 8.2.5 Plan interventions based on risk and needs analysis
- 8.2.6 Monitor and evaluates implementation of wellness interventions
- 8.2.7 Establish a Peer Education programme
- 8.2.8 Promote capacity development Initiatives
- 8.2.9 Establish organizational support initiatives

## **8.3. The Wellness Coordinator shall:**

- 8.3.1 Plan, manage and administer human resource and activities in the Employee Health and Wellness Unit;
- 8.3.2 Plan interventions based on risk and needs analysis;
- 8.3.3 Develop and implement holistic health and Wellness programmes in collaboration with other stakeholders;
- 8.3.4 Manage Health and Wellness strategies and policies, e.g. individual wellness, Organisational Wellness and Work Life Balance;
- 8.3.5 Ensure Advocacy, Education and Awareness of Employee Health and Wellness programmes and mobilise management support;
- 8.3.6 Participate in financial planning and budgeting.

- 8.3.7 Develop governance and institutional development initiatives
- 8.3.8 Promote internal capacity development initiatives to practitioners and support structures;
- 8.3.9 Promote the establishment and sustainability of the functioning of support committees for programme implementation;
- 8.3.10 Liaise with, manage and monitor external service providers.

#### **8.4 The Employee Health and Wellness Practitioner:**

- 8.4.1 Coordinate the implementation of Health and Wellness management programmes, projects and interventions;
- 8.4.2 Plan, manage and monitor workplace Health and Wellness Programmes according to strategies, policies and budgetary guidelines;
- 8.4.3 Initiate and arrange Life Skills Workshops for employees;
- 8.4.4 Make provision for counselling to individual employees and to their immediate family members where required;
- 8.4.5 Identify personal development needs for individual employees;
- 8.4.6 Analyse and evaluate data and communicate information, statistics and results to various stakeholders and management;
- 8.4.7 Promote work-life balance for employees;
- 8.4.8 Provide information regarding nutrition and monitor canteen services;
- 8.4.9 Oversee the functioning of the gymnasium and other physical and recreational activities at the workplace (if applicable).

## **8.5 The Peer Educator (Wellness Buddy)**

- 8.5.1 Act as a focal point for the distribution of evidence-based and generic Health and Wellness promotional material at the workplace;
- 8.5.2 Take the initiative to implement awareness activities, or to communicate Health and Wellness information at the workplace;
- 8.5.3 Act as a referral agent of employees to relevant internal or external health support;
- 8.5.4 Be involved with the identification of employees' needs and health risks at the workplace;
- 8.5.5 Initiate and arrange staff training with regard to employee health and wellness;
- 8.5.6 Submit monthly reports of activities to the Employee Health and Wellness Practitioner.

## **8.6. The Employee shall:**

- 8.6.1. Apply his/her knowledge, motivation, commitment, behaviour, self-management, attitude and skills toward achieving personal fitness, health and organizational goal;
- 8.6.2. Look after his/her body by following a nutritionally balanced diet and maintaining his/her mass within a healthy range;
- 8.6.3. Take an active part in improving the world of work by encouraging a healthy
- 8.6.4. Make a living environment and initiating better communication with those around him/her



8.6.5. Make use of wellness facilities and services provided at the workplace.

## 9. FINANCIAL IMPLICATIONS

9.1 The cost associated with the implementation of this policy shall be borne by the department.

## 10. IMPLEMENTATION

10.1. The implementation of this policy will follow programme and project management (inherent in the result-based model)

10.2. Employee Health and Wellness Sub-Directorate will monitor the implementation of the policy in all instances;

## 11. MONITORING AND REVIEW

11.1. This policy shall be reviewed as and when there are new developments or after <sup>three (3) KOB</sup> every ~~five (5)~~ years.

11.2. The policy will be monitored by Employee Health and Wellness Sub Directorate

## 12. COMMENCEMENT OF THE POLICY

12.1. The policy will be implemented as soon as it is approved by the Acting Head of Department.

**Approved**

  
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**MS K.O. BODIGELO-NYEZI**

**ACTING HEAD OF DEPARTMENT**

12/12/2025

**DATE**